Minimum Requirements for the LME Pilot Project On-Site State Psychiatric Hospital Representative(s):

1. Admissions and Discharge Planning Involvement:

- a. Will serve as the main point of contact between State psychiatric hospital(s), LME and providers for all categories of admission authorizations and the discharge planning process for a specific LME.
- b. As the main point of contact will serve as a liaison between the LME, the State psychiatric hospitals and/or State Operated Services (SOS) for problem solving on admissions and discharge issues as they arise.
- c. Participate in treatment planning meetings and other activities to coordinate with the hospital treatment team regarding next level of care and immediate community needs determined by the team.
- d. Ensure proper confidentiality and consent releases are signed by all parties. Ensure appropriate signatures are obtained for after care plans, person centered plans and/or treatment plans.
- e. Verify whether individual is new to the system or currently served by a community provider. Will locate and coordinate local community resources that will match individual's needs and desires, ensuring consumer choice in selection of providers. Set up initial appointments or coordinate with the LME Care Coordination unit or providers to ensure initial appointments are obtained. Link providers to the institution discharge process at the designated time. Ensure providers are directly involved in the discharge planning process before discharge.
- f. If a support provider cannot be identified (for example, length of stay is too short) a linkage will be made for the intake process and/or initial appointment.
- g. Ensure the Person Centered Plan is initiated via follow up contacts with providers.
- h. Provide follow up with consumers and local community providers and supportive resources to ensure the individual's needs are being met (within 1 to 2 weeks post discharge).
- i. Track these individuals for hospitalization recidivism over a period of 12 months.

2. Communication with State Operated Services:

- a. Regular communication (to be determined) with SOS to track systemic issues that might be readily resolved and for submission of data to be collected.
- b. Will provide clinical data requested by SOS.

3. Education/Experience:

a. Minimum of MA/MS in social/behavioral health services with appropriate level of care coordination experience. Prefer a licensed clinician for this position.

<u>Attachment:</u> Scope of Work for On-Site State Psychiatric Hospital Representative for the LME Application for SFY 07 and SFY08 HB1473 Reduction in State Psychiatric Hospital Utilization Pilot Project Award